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ABSTRACT

This learning activity package, one of six intended for use in Industrial Cooperative Training Programs, is designed to enable students to understand the basic principles of parliamentary procedure and provide help in conducting a typical Vocational Industrial Clubs of America (VICA) business meeting. (The industrial cooperative training program provides industrial occupational training experience for high school juniors and seniors who attend school one-half day and receive supervised work experience on the job.) Contents include a list of objectives, pretest, five learning activities, posttest, answer key for learning activities, and pretest and posttest answer key. The learning activities, each based on one objective, cover these topics: (1) Terms Used in Parliamentary Procedure, (2) Presiding Over the Meeting, (3) The Motions Used in Parliamentary Procedure, (4) Using Motions to Conduct and Transact Business, and (5) Conducting a Typical VICA Business Meeting. Each follows this format: objective, informative materials, and exercise/activity. (YLB)

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USING PARLIAMENTARY PROCEDURE

Learning Activity Package

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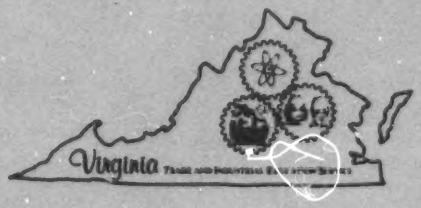
A Guide for Industrial Cooperative Training Programs



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TRADE AND INDUSTRIAL EDUCATION SERVICE
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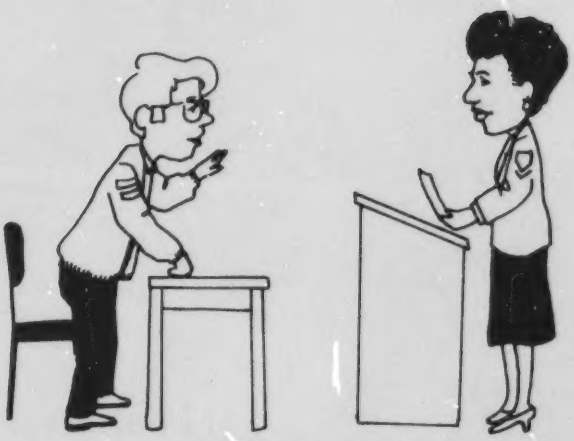
USING PARLIMENTARY PROCEDURE

Learning Activity Package



For use with
Industrial Cooperative Training Programs

TRADE AND INDUSTRIAL EDUCATION SERVICE
Division of Program Services
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INTRODUCTION

VICA, Vocational Industrial Clubs of America, members have as their motto, "Preparing for leadership in the world of work." Every member will play the role of follower and leader. You, as an Industrial Cooperative Training (ICT) student, should be eager to gain enough parliamentary skills to enable you to participate in leadership activities in VICA and other organizations. With a basic understanding and some practical experience, a VICA member will enjoy participating in a business meeting and will be proud of the new skills which are learned.

This learning activity package (LAP) will enable you to (1) understand the basic principles of parliamentary procedure, and (2) provide help in conducting a typical VICA business meeting.

NOTES TO STUDENTS

First, examine the Learning Activity Package (LAP), "Using Parliamentary Procedure." Then ask your instructor for a pretest. If your score is less than 90 percent, you would probably benefit by doing this LAP. Upon finishing each activity, you will proceed to the next one until you have finished the LAP. When completed, you will secure a posttest from the instructor. Your instructor will inform you when you have passed the posttest and have met all the requirements for the LAP.

OBJECTIVES

When you have completed this LAP you will demonstrate your knowledge and skill in parliamentary procedure by meeting these objectives with 90 percent accuracy.

A. You will be able to identify twelve terms commonly used in parliamentary procedure.

B. You will be able to recognize ten major points of parliamentary procedure and list the ten parts to the order of business.

C. You will be able to recognize eleven motions commonly used in parliamentary procedure.

D. You will be able to explain fourteen of the sixteen purposes of motions and give the form in which they would be stated.

E. You will be able to complete a typical VICA meeting agenda using the correct dialogue.

PRETEST

Match the parliamentary terms in the right-hand column with their meaning in the left-hand column. Place the identifying letters in the blanks. Use each letter only once.

____ 1. Method of voting by writing

____ 2. Instrument used to tap for order

____ 3. Written record of proceedings

____ 4. A method of voting "aye" or "no"

____ 5. Argue or discuss an issue

____ 6. Way of getting a matter before the assembly

____ 7. Number of members necessary to conduct business

____ 8. Motions that are carried over to the next meeting

____ 9. An order of business

____10. To meet or call to order

____11. A matter which is brought up for the first time

____12. Method for obtaining the wish of the assembly

A. Acclamation

B. Ballot

C. Minutes

D. Convene

E. Quorum

F. Agenda

G. New Business

H. Gavel

I. Motion

J. Debate

K. Floor

L. Unfinished Business

M. Voting

Provide answers to the following questions:

13. What are three reasons for using parliamentary procedure?

a. _____

b. _____

c. _____

14. What are six items of club equipment which should be placed at meetings?

(1) _____ (4) _____

(2) _____ (5) _____

(3) _____ (6) _____

Pretest (Continued)

15. What is the purpose of the gavel?

_____

16. How many items of business can be discussed at one time?

_____

17. What is the dialogue for calling the meeting to order?

_____

18. Who appoints all new committees?

_____

19. What article of business follows the standing committee reports?

_____

20. Who must approve the treasurer's report?

_____

21. When is unfinished business placed in the agenda?

_____

22. At what point is discussion of a motion called for?

_____

List the typical order of business (agenda) for a meeting

23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

Pretest (Continued)

Match the motions in the right hand column with their purpose in the left hand column. Place the identifying letters in the blanks. Use each term only once.

_____	33.	Point out violations in parliamentary procedure	A. Refer to committee
_____	34.	Stops consideration of a motion without voting	B. Point of order
_____	35.	Provides for deviation from assembly rules	C. Personal inquiry
_____	36.	Brings up new proposal	D. Limit debate
_____	37.	A way to question the chair's decision	E. Suspend rules
_____	38.	A way of changing parts of a motion	F. Main
_____	39.	Permits result of vote to be set aside and the matter may be rediscussed and voted	G. Motion to recess
_____	40.	A request for more information	H. Appeal decision of chair
_____	41.	A member seeks an answer to a question of parliamentary procedure	I. Request for parliamentary inquiry
_____	42.	A way of ending a meeting	J. Amend
_____	43.	Sets a specified length of time for recess	K. Call for orders of the day
			L. Adjourn
			M. Postpone indefinitely
			N. Set time and place to adjourn
			O. Reconsider

Give the purpose and the form for each of the following motions:

44. Division of the house

Purpose:

Form: _____

_____

10

Pretest (Continued)

45. Point of Order

Purpose: _____

Form: _____

_____

46. Adjourn

Purpose: _____

Form: _____

_____

47. Recess

Purpose: _____

Form: _____

48. Question of privilege

Purpose: _____

Form: _____

49. Call for order of the day

Purpose: _____

Form: _____

_____

50. Lay on the table

Purpose: _____

Form: _____

_____

51. Previous question

Purpose: _____

Form: _____

Pretest (Continued)

52. Limit debate

Purpose: _____

Form: _____

53. Postpone to definite time

Purpose: _____

Form: _____

54. Refer to committee

Purpose: _____

Form: _____

_____

55. Postpone indefinitely

Purpose: _____

Form: _____

_____

56. Amend

Purpose: _____

Form: _____

57. Main motion

Purpose: _____

Form: _____

58. Indicate what the following raps of the gavel mean in a VICA business meeting.

Two raps _____

Three raps _____

One rap _____

Pretest (Continued)

Give the dialogue which the chairperson will use for announcing the following:

59. Reading the minutes

_____

_____

60. Treasurer's report

_____

_____

61. New business

_____

_____

Give the correct dialogue for stating the following motions:

62. Main motion

_____

_____

63. Amendment

_____

_____

64. Division of the house

_____

_____

LEARNING ACTIVITY A

TERMS USED IN PARLIAMENTARY PROCEDURE

Objective: You will be able to identify twelve terms commonly used in parliamentary procedure.

Introduction: Parliamentary procedure through years of usage has acquired some terms distinctly its own.

A good parliamentarian must know these terms and know how and when to use them.

Some of the commonly used terms are defined below:

1. Acclamation: a method of voting by "aye" or "no."
2. Agenda: an order of business.
3. Assembly: the group of members gathered to transact the business of the organization. (Sometimes referred to as "the house").
4. Ballot: a method of voting in writing.
5. Chair: sometimes called "chairperson" or "president." The person who presides at the meeting and acts in the capacity of umpire. Remarks by members are always addressed to "the chair," and all names are impersonal such as "the member on my left," "the previous speaker," and "the president."
6. Chairperson: the person who presides at the meeting.
7. Convene: to meet or call to order.
8. Debatable: a motion that is subject to controversy; open to question or dispute.
9. Debate: argue or discuss an issue.
10. Discussion: the debating or talking about a motion or question.
11. Floor: any place, other than "the chair" in the formal assembly. To be given "the floor" by the chairperson means to be given the right to speak.
12. Gavel: instrument used to tap for order.

Terms Used in Parliamentary Procedure (Continued)

13. Majority: more than half of the voting members.

14. Meeting: the time an assembly remains together without adjournment.

15. Minority: less than half of the voting members.

16. Minutes: the written records of the proceedings.

17. Motion: the accepted term or name applied to the procedure of getting a matter before a group or assembly.

18. New business: matter which has not been formally discussed before, but is brought up for the first time.

19. Question: the motion before the assembly is called the question. When members wish to close out the discussion and put the matter to a vote, they may call "question."

20. Quorum: the number of members as defined by an organization's constitution whose presence is necessary to transact business.

21. Second: indication that at least a second person approves of the motion.

22. Unfinished business: motions that have not yet been decided and have been carried over from the preceding meeting.

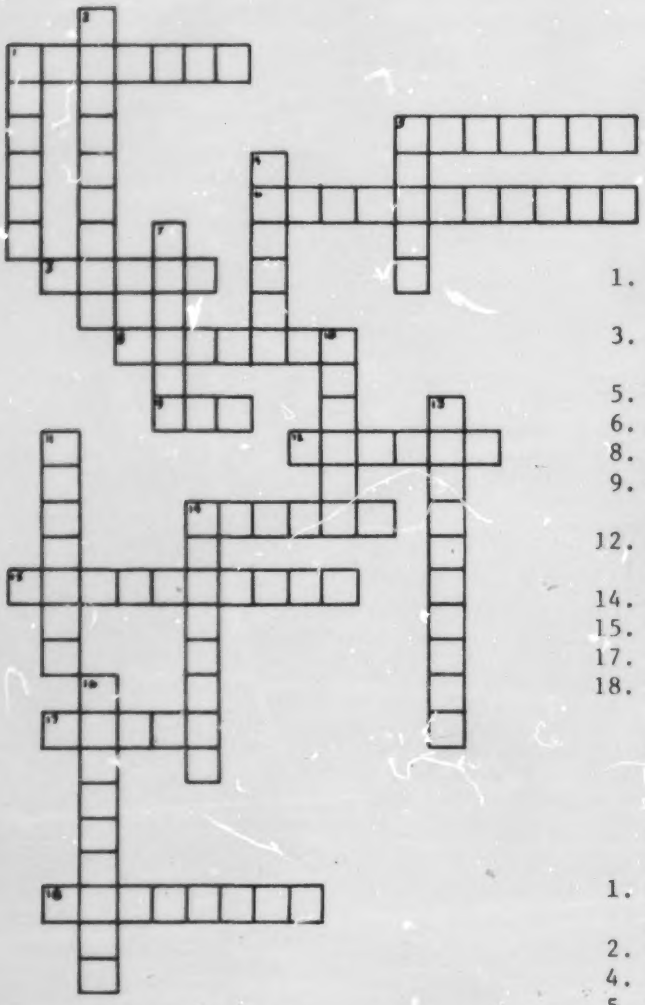
23. Voting: method of determining the wish of the group or assembly.

15

Terms Used in Parliamentary Procedure (Continued)

CROSSWORD PUZZLE

Complete the puzzle using the words studied in the previous section. Clues are given below.



ACROSS

1. The motion before the assembly is called the _____.
3. A place, other than "the chair," in the formal assembly.
5. To meet or call to order.
6. A method of voting "aye" or "no."
8. The written records of the proceedings.
9. Business brought up before the assembly for the first time.
12. Method of determining the wish of the assembly.
14. An order of business
15. The debating of a motion or question.
17. Instrument used to tap for order.
18. Less than half of the voting members.

DOWN

1. The number of members who need to be present in order to transact business.
2. A motion that is subject to controversy.
4. A method of voting in writing.
5. The person who presides at the meetings.
7. A _____ is made in order to bring new business before the assembly.
10. An indication that another person approves of the motion.
13. Business carried over from preceding meeting.
14. Referred to as "the house."
16. More than half of the votes.

LEARNING ACTIVITY B

PRESIDING OVER THE MEETING

Objective: You will be able to recognize ten major points of parliamentary procedure and list the ten points to the order of business.

Introduction: Parliamentary procedure is based on the principle of majority rule. In a democracy, the citizens agree to abide by the decisions of the majority. Also, the rights of the minority are protected because they are allowed to "have their say" before final action is taken. In this learning activity, you will gain an idea of how parliamentary procedure is used to promote democracy in business meetings.

What Are the Benefits?

Here are some reasons why parliamentary procedure is used at business meetings.

1. It is possible to conduct meetings with harmony and cooperation among members.
2. The vote of the majority decides what action will be taken.
3. All members have equal rights regardless of their opinions.
4. The rights of the minority are protected.
5. It allows full and free discussion to take place before a decision is reached.
6. Parliamentary procedure is a simple and direct way to decide on questions.
7. Only one item of business can be discussed at one time. This keeps the meeting from getting bogged down.
8. The entire membership retains the right to a final decision even though duties may be delegated to a committee.

Presiding Over the Meeting (Continued)

Here is a step by step description of how a typical VICA club meeting might be organized and conducted.

MEMBERS RESPONSIBLE PREPARE THE MEETING ROOM.

CLUB EQUIFMENT:

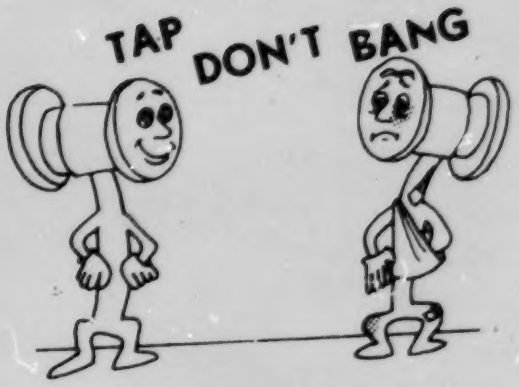
1. American Flag
2. VICA Banner
3. Gavel
4. Ceremonial Emblem
5. Secretary's Notebook
6. Treasurer's Notebook
7. Official Scrapbook
8. Charter (framed)
9. Creed
10. Robert's Rules of Order, Newly Revised
11. VICA Leadership Handbook

THE OFFICERS AND COMMITTEE CHAIRPERSON SHOULD HAVE THEIR REFORTS READY BY MEETING TIME

THE PRESIDENT SHOULD HAVE A LIST OF ALL COMMITTEES TO SERVE AS A GUIDE IN APPOINTING A NEW COMMITTEE

THE GAVEL IS THE INSTRUMENT USED TO TAP TO ORDER

USE THE GAVEL WITH DISCRETION
THE GAVEL CANNOT TALK.
SAY WHAT YOU WANT WHEN YOU USE THE GAVEL



Presiding Over the Meeting (Continued)

THE ORDER OF BUSINESS (AGENDA)

1. Call to Order
2. Opening VICA ceremony
3. Reading of the minutes
4. Treasurer's report
5. Committee reports
   a. Officers
   b. Standing
   c. Special
6. Unfinished business (if any)
7. New business
8. Special program (if any)
9. Adjournment
10. Recreation and refreshments (if any)

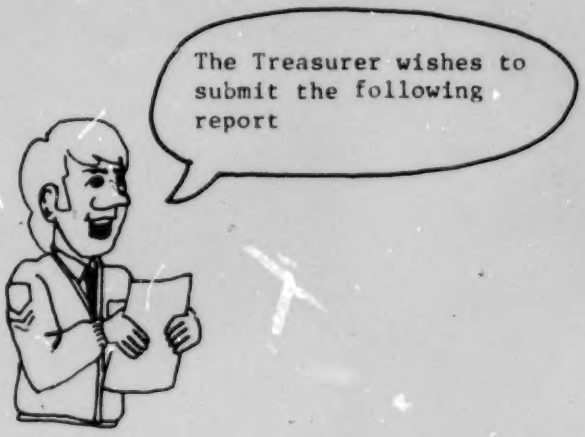
THE CHAIRPERSON CALLS THE MEETING TO ORDER AT THE APPOINTED TIME.
("The meeting of the Broadway VICA Chapter will now come to order")

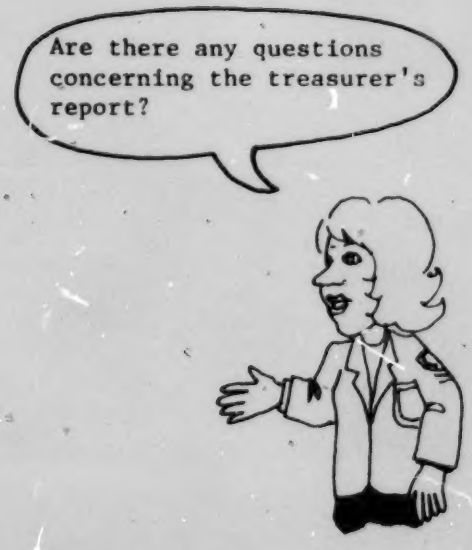
THE CHAIRPERSON CALLS FOR THE MINUTES OF THE PREVIOUS MEETING
("Our Secretary, Caroline Ross, will read the minutes of the previous meeting")

THE MINUTES OF THE PREVIOUS MEETING ARE READ BY THE SECRETARY

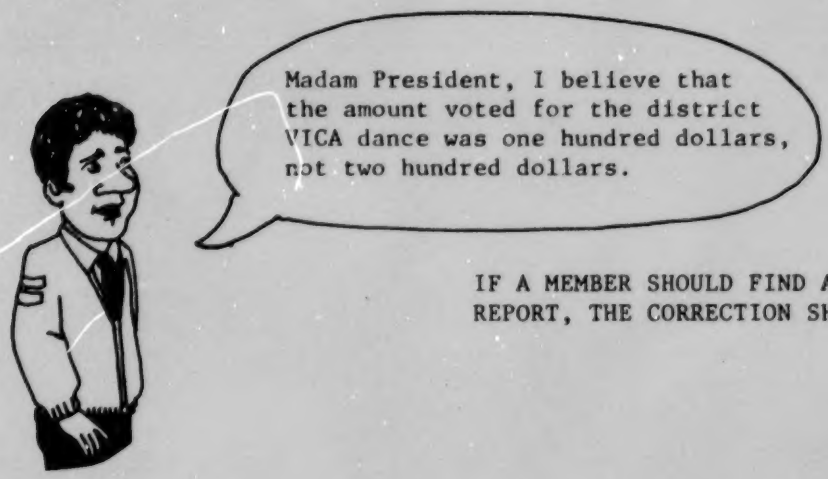
THE CHAIRPERSON CALLS FOR THE REPORT OF THE TREASURER

THE TREASURER SUBMITS A REPORT OF RECEIPTS AND EXPENSES

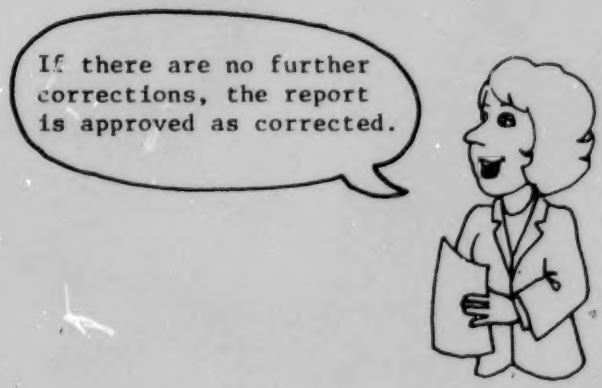




THE CHAIRPERSON ASKS THE MEMBERS IF THE REPORT IS CORRECT.
THE TREASURER'S REPORT IS SUBJECT TO AUDIT. IT IS NOT APPROVED UNTIL THE AUDITING COMMITTEE MAKES ITS REGULAR REPORT.

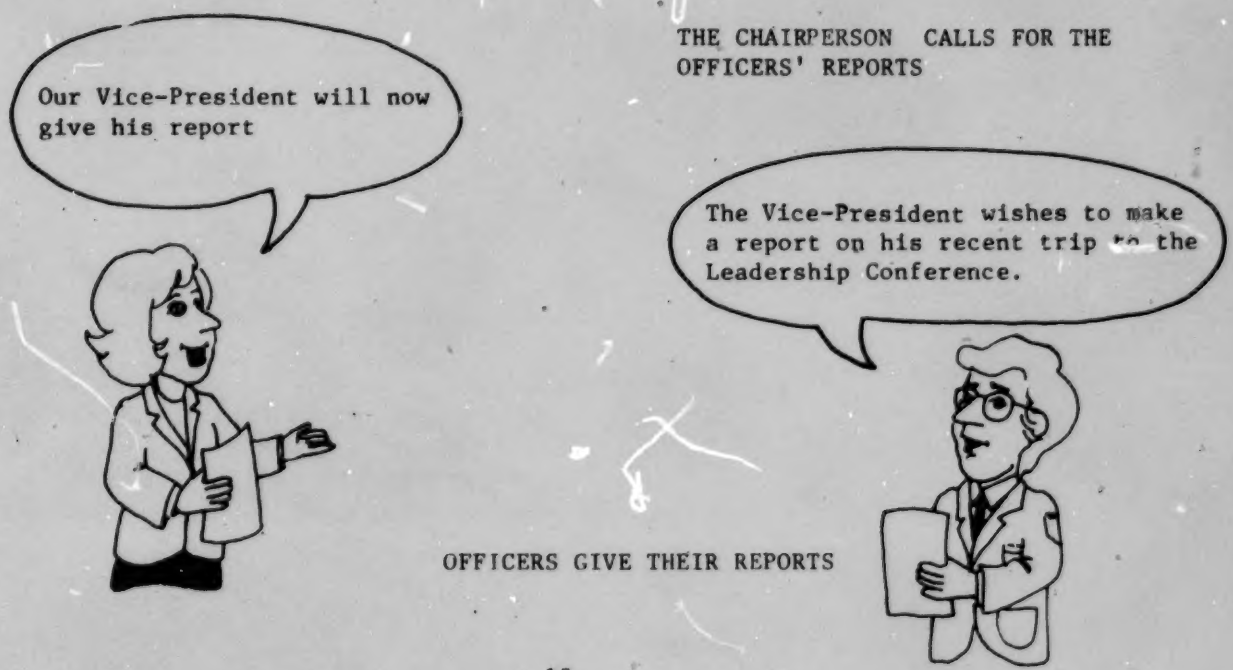

Madam President, I believe that the amount voted for the district VICA dance was one hundred dollars, not two hundred dollars.

IF A MEMBER SHOULD FIND A MISTAKE IN THE REPORT, THE CORRECTION SHOULD BE MADE



THE TREASURER'S REPORT IS APPROVED

THE CHAIRPERSON CALLS FOR THE OFFICERS' REPORTS


Our Vice-President will now give his report
The Vice-President wishes to make a report on his recent trip to the Leadership Conference.

OFFICERS GIVE THEIR REPORTS

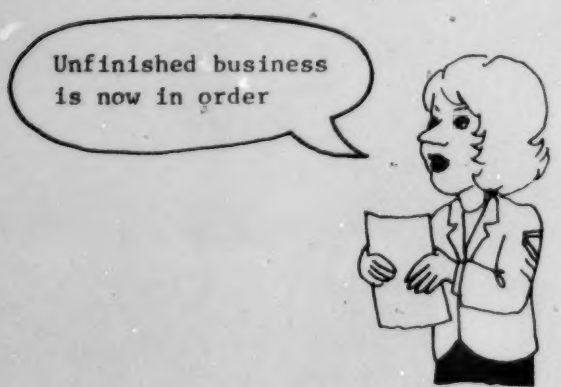
Presiding Over the Meeting (Continued)

THE CHAIRPERSON CALLS FOR STANDING COMMITTEE REPORTS

THE STANDING COMMITTEE MAKES ITS REPORT ("The civic committee wishes to report...")

THE CHAIRPERSON CALLS FOR SPECIAL COMMITTEE REPORTS

THE SPECIAL COMMITTE MAKES ITS REPORT ("The VICA Week activities committee wishes to make the following report")



UNFINISHED BUSINESS IS CALLED FOR. IF THE MINUTES DO NOT CALL FOR ITEMS OF UNFINISHED BUSINESS, THERE IS NO REASON TO ASK FOR UNFINISHED BUSINESS

23

Presiding Over the Meeting (Continued)

CHAIRPERSON CALLS FOR NEW BUSINESS

The meeting is now open
for new business

A MEMBER RISES, ADDRESSES THE CHAIR,
AND IS RECOGNIZED BY THE CHAIRPERSON

Motion: "I move that we ..... ."
Second: "I second the motion."
Discussion: "Is there any discussion?"
Vote: "Those in favor of the motion to..... say 'Aye'."
"Those opposed to the motion say 'No'."

SPECIAL PROGRAMS OR CEREMONIES

1. Speakers
2. Film or demonstration
3. Installation
4. Initiation

CLOSING VICA CEREMONY

ADJOURNMENT

Finish the following sentences by using words or phrases which best complete the sentence.

1. Before the meeting starts, the members are responsible for _____.
2. The officers and committee chairperson(s) should have their _____.
3. The _____ shall have a list of the members of all committees to refer to.
4. The tool that the president uses to call the meeting to order is called a (an) _____.
5. After the meeting is called to order the secretary _____.
6. If there are no corrections to the minutes, the chairperson says: "_____".
7. If there are corrections to the minutes, the chairperson says: "_____".
8. After the treasurer's report is given the chairperson says: "_____".
9. The chairperson calls for a standing committee report by saying: "_____".
10. The correct form to use for handling new business is _____.

SPECIAL NOTE: Check your answers in the back of your Learning Activity Package. If you got nine out of ten correct, turn to the next page. If you missed more than one (1), read pages 11 through 17 again, and correct your errors.

LEARNING ACTIVITY C

THE MOTIONS USED IN PARLIMENTARY PROCEDURE

Objective: You will be able to recognize eleven motions commonly found in parlimamentary procedure.

Introduction: Business is brought before the assembly through motions made by members. Before any subject is open to debate it is necessary that the motion be:

A. Made by a member who has been recognized by the chairperson (with certain exceptions).

B. Seconded by a member (with certain exceptions).

Obtaining the Floor: No member should try to make a motion or address the assembly until he/she has been properly recognized or has "obtained the floor." The correct procedure to follow in obtaining the floor is to rise and address the presiding officer as Mr. or Madam Chairperson.

Before a member attempts to obtain the floor, he/she should be certain that the floor has been yielded. After a member has obtained the floor, there should be no interruptions from other members.

Main Motion: A main motion brings a new proposal or statement to the attention of the assembly:

Stated: "Madam Chairperson, I move that Fairfield VICA sponsor a teen dance from 9:00 p.m. to 12:00 midnight on December 12, 19__."

A main motion:

a. Cannot interrupt a speaker
b. Must be seconded
c. Is debatable
d. Is amendable
e. Requires a majority vote
f. Can be reconsidered

Reconsider: The motion to reconsider permits the result of a vote to be put aside and the consideration of the motion as though no vote has been taken.

Stated: "I move that we reconsider the motion to go ice-skating on Johnson's Pond, January 21, 19__."
(If passed, the original motion is opened to discussion).

TO RECONSIDER

The motion to reconsider:

a. Cannot interrupt a speaker
b. Must be seconded
c. Is debatable
d. Is not amendable
e. Requires a majority vote
f. Cannot be reconsidered

Postpone Indefinitely: The motion to postpone indefinitely acts to stop consideration of a motion without putting it to a vote.

Stated: "Mr. Chairperson, I move that we postpone indefinitely the consideration of the motion to go to lunch at 11:45 a.m. today."

POSTPONE INDEFINITELY

The motion to postpone indefinitely:

a. Cannot interrupt a speaker
b. Must be seconded
c. Is debatable
d. Is not amendable
e. Requires a majority vote
f. Can be reconsidered

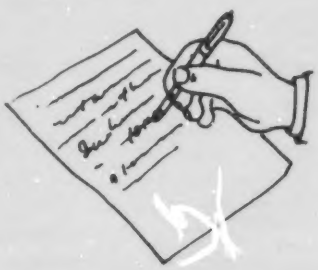
Amend: The motion to amend allows for the alteration of parts of a motion.

Stated: "I move to amend the motion by striking out the time 10:00 p.m. and inserting 9:00 p.m."

AMEND

The motion to amend:

a. Cannot interrupt a speaker
b. Must be seconded
c. Is debatable
d. Is amendable
e. Requires a majority vote
f. Can be reconsidered



Refer to Committee: The motion to refer to a committee commits a motion to a committee.

Stated: "I move to refer the motion to a committee of five."

The Motions Used in Parliamentary Procedure (Continued)

REFER TO A COMMITTEE

The motion to commit:

a. Cannot interrupt a speaker
b. Must be seconded
c. Is debatable, but only as to the specifics of the committee
d. Is amendable, but only as to the specifics of the committee
e. Requires a majority vote
f. Can be reconsidered

Postpone Definitely: The motion to postpone definitely postpones consideration of a motion to a specific time.

Stated: "I move to postpone this motion until 3:00 p.m. "

POSTPONE (DEFINITELY)

The motion to postpone:

a. Cannot interrupt a speaker
b. Must be seconded
c. Is debatable only concerning why and when it is postponed
d. Is amendable only to time of postponement
e. Requires a majority vote
f. Can be reconsidered

Debate: The motion to limit or extend debate allows a specific amount of time to the discussion of a motion.

Stated: "Mr. Chairperson, I move to extend debate from the four minutes per speaker,as specified in Reynoldsburg VICA by-laws, to ten minutes."

LIMIT OR EXTEND DEBATE

The motion to limit or extend debate:

a. Cannot interrupt a speaker
b. Must be seconded
c. Is not debatable
d. It is amendable, but only as to time allowed for debate
e. Requires a two-thirds vote
f. Cannot be reconsidered

The Motions Used in Parliamentary Procedure (Continued)

Previous Question: This motion closes debate and provides for an immediate vote on the pending question.

Stated: "I move the previous question," or "I move that we vote immediately on the pending question."

PREVIOUS QUESTION

The motion to call for the previous question:

a. Cannot interrupt a speaker
b. Must be seconded
c. Is not debatable
d. Is not amendable
e. Requires a two-thirds vote
f. Cannot be reconsidered

Lay on The Table: The motion to lay on the table postpones a motion temporarily. The tabled motion can be taken from the table at any time other business is not pending.

Stated: "I move to lay on the table the motion to attend the October 22, 19___ meeting of the Virginia VICA 9th district officers."

LAY ON THE TABLE

The motion to lay an issue on the table:

a. Cannot interrupt a speaker
b. Must be seconded
c. Is not debatable
d. Is not amendable
e. Requires a majority vote
f. Cannot be reconsidered

Motion to Appeal: The motion to appeal provides a way for a member to question the chair's decision. It must be stated immediately after the chair states its decision.

Stated: "I appeal from the decision of the chair."

APPEAL DECISION OF CHAIR

The motion to appeal:

a. Can interrupt a speaker
b. Must be seconded
d. Is debatable
d. Is not amendable
e. Requires a majority vote in the negative
f. Can be reconsidered

Motion to Suspend Rules: This provides for deviance from an assembly's standard procedural rules.

Stated: "I move to suspend the rule which reads that debate on a motion be limited to three minutes per member."

SUSPEND RULES

The motion to suspend rules:

a. Cannot interrupt a speaker
b. Must be seconded
c Is not debatable
d. Is not amendable
e Requires a two-thirds vote
f. Cannot be reconsidered

Object to Consideration: This is used to prevent consideration of a motion that the assembly does not wish to consider.

Stated: "I object to the consideration of this motion."

OBJECT TO CONSIDERATION

The motion to object to consideration:

a. Can interrupt a speaker
b. Requires a second
c. Is not debatable
d. Is not amendable
e. Requires a two-third negative vote
f. Cannot be reconsidered

The Motions Used in Parliamentary Procedure (Continued)

Point of Order: A point of order indicates any deviance from procedure or violations of parliamentary law.

Stated: "I rise to a point of order."

POINT OF ORDER

a. Can interrupt a speaker
b. Does not require a second
c. Is not debatable
d. Is not amendable
e. Is decided by the chair, so it is not put to a vote
f. Cannot be reconsidered

Request for Parliamentary Inquiry: In a request for parliamentary inquiry, a member seeks an answer to a question of parliamentary procedure. It is usually directed to the parliamentarian or chairperson.

Stated: "I rise to a parliamentary inquiry."

PARLIAMENTARY INQUIRY

The request for parliamentary inquiry:

a. Can interrupt a speaker, but only if urgent
b. Does not require a second
c. Is not debatable
d. Is not amendable
e. Is decided by the chair, so it is not put to a vote
f. Cannot be reconsidered

Request for Personal Inquiry: A request for personal inquiry may call for more information, or ask a question about another member.

PERSONAL INQUIRY

The request for personal inquiry:

a. Can interrupt a speaker, but only if needing an immediate answer
b. Does not require a second
c. Is not debatable
d. Is not amendable
e. Is decided by the chair, so it is not put to a vote
f. Cannot be reconsidered:

The Motions Used in Parliamentary Procedure (Continued)

Request to Withdraw a Motion: A request to withdraw a motion allows its proposer to remove it from the floor.

Stated: "I withdraw my motion."
If there are no objections, the motion is withdrawn.

WITHDRAW A MOTION

The request to withdraw a motion:

a. Cannot interrupt a speaker
b. Does not require a second
c. Is not debatable
d. Is not amendable
e. Is decided by the chair
f. Cannot be reconsidered

Request for Division of Question: When a motion contains two or more independent ideas, a request for division of question breaks it into its separate parts for separate consideration and voting.

Stated: "I call for division of the question to consider the time of the dance separately from the place."

DIVISION OF QUESTION

The request for division of the question:

a. Cannot interrupt a speaker
b. Requires no second
c. Is not debatable
d. Is not amendable
e. Is decided by the chair
f. Cannot be reconsidered

Call for the Orders of the Day: This motion is a request for the group to return to the agenda or planned program.

Stated: "Orders of the day," or "I call for the orders of the day."

The Motions Used in Parliamentary Procedure (Continued)

CALL FOR ORDERS OF THE DAY

Call for the orders of the day:

a. Can interrupt a speaker
b. Does not require a second
c. Is not debatable
d. Is not amendable
e. Requires a majority vote
f. Cannot be reconsidered

Question of Privilege: A question of privilege serves to keep the members comfortable.

Stated: "I rise to a point of personal privilege. The sun is shining in our eyes. May we move to the next room?"

QUESTION OF PRIVILEGE

A question of privilege:

a. Can interrupt a speaker
b. Does not require a second
c. Is not debatable
d. Is not amendable
e. Does not require a vote
f. Cannot be reconsidered

Motion to Recess: A motion to recess sets a specified length of time for a recess.

Stated: "I move that we recess this meeting for 15 minutes."

MOTION TO RECESS

A motion to recess:

a. Cannot interrupt a speaker
b. Must be seconded
c. Is not debatable
d. Is not amendable
e. Requires a majority vote
f. Cannot be reconsidered

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The Motions Used in Parliamentary Procedure (Continued)

Motion to Adjourn: The motion to adjourn ends a meeting.

Stated: "I move to adjourn this meeting."

MOTION TO ADJOURN

A motion to adjourn:

a. Cannot interrupt a speaker
b. Must be seconded
c. Is not debatable
d. Is not amendable
e. Requires a majority vote
f. Cannot be reconsidered

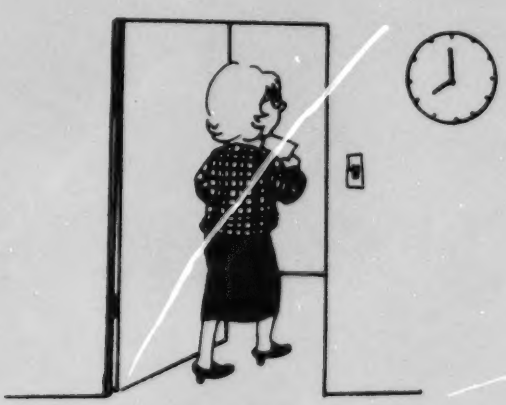
Set Time and Place to Adjourn: This motion states the date, time, and place of the next meeting.

Stated: "I move to adjourn this meeting until January 17, 19___ at 3:00 p.m. at Reynoldsburg High School."

SET TIME AND PLACE TO ADJOURN

The motion to set time and place to adjourn:

a. Cannot interrupt a speaker
b. Must be seconded
c. Is not debatable
d. Is not amendable
e. Requires a majority vote
f. Cannot be reconsidered



PARLIAMENTARY PROCEDURE CASE PROBLEMS

Case 1

A motion has been made and seconded that the Johnson Chapter will have a picnic Saturday at 2:00 p.m. There is discussion on this motion and someone wants to change the time to 5:00 p.m. Using correct parliamentary procedure, how would you handle this business?

A. What is the name of the motion?

_____

B. Does it require a second?

_____

C. What is the vote required for adoption?

_____

D. What is the correct procedure for the above motion?

_____

_____

_____

Case 2

A motion is being discussed. A member becomes too cold in the room and wants the window closed. Should this member interrupt in the middle of a debate? If so, what is the correct procedure to use?

A. What is the name of the motion?

_____

B. Is this in order when another person has the floor?

_____

C. What is the vote required for adoption?

_____

D. What is the correct procedure for the above motion?

_____

_____

_____

Case 3

A motion has been made and seconded that the Farmingdale Chapter have a candy sale to raise money for the club. This motion is being discussed when someone realizes that time is running out and a more important matter than the one being discussed needs to be taken up before the end of the meeting. Using the correct parliamentary procedure, how would you handle the motion being discussed?

A. What is the name of the motion?

_____

B. Does it require a second?

_____

C. Is it debatable?

_____

D. What is the correct procedure for the above motion?

_____

_____

_____

Case 4

A motion has been made and seconded that the Greene Chapter will have a banquet Friday night at 6:00 pm. You realize that you will need to work on Friday night. You want to change the day from Friday to Sunday, but you do not know how to do this using correct parliamentary procedure. How would you find out the correct procedure to make this change?

A. What is the name of the motion?

_____

B. Does it require a second?

_____

C. What is the vote required for adoption?

_____

D. What is the correct procedure for the above motion?

_____

_____

_____

Case 5

Queens Chapter is discussing a motion which goes on and on. As a member you realize that the discussion is not leading to a solution. What can you do to stop the debate using correct parliamentary procedure?

A. What is the name of the motion?

_____

The Motions Used in Parliamentary Procedure (Continued)

B. Does it require a second?

_____

C. Is it debatable?

_____

D. What is the vote required for adoption?

_____

E. What is the correct procedure for the above motion?

_____

_____

_____

LEARNING ACTIVITY D

USING MOTIONS TO CONDUCT AND TRANSACT BUSINESS

Objective: You will be able to explain fourteen of the sixteen purposes of motions and give the form in which they would be stated.

The following are the most common parliamentary procedures which you would encounter at a typical meeting. For each parliamentary procedure the purpose and form are given.

1. Division of the house

   Purpose: To determine the accuracy of the vote
   Form: "Mr. (Mdm.) Chairperson. I call for division." (or simply call out "Division")

2. Parliamentary inquiry

   Purpose: Made by a member who wishes information
   Form: "Mr. (Mdm.) Chairperson. I rise to a parliamentary inquiry."

3. Point of order

   Purpose: Call attention to a mistake in parliamentary procedure
   Form: "Mr. (Mdm.) Chairperson. I rise to a point of order."

4. To fix time to adjourn

   Purpose: To set a time to continue the meeting
   Form: "Mr.(Mdm.) Chairperson. (recognition) I move that we adjourn to meet two weeks from today."

5. Adjourn

   Purpose: To end the meeting
   Form: "Mr.(Mdm.) Chairperson. (recognition) I move that we adjourn."

6. Recess

   Purpose: Provide for a break in the meeting
   Form: "Mr.(Mdm.) Chairperson. (recognition) I move that we take a recess for ten minutes."

7. Question of privilege

   Purpose: Refers to the comfort of members
   Form: "Mr. (Mdm.) Chairperson. I rise to a question of privilege."

8. Call for the order of the day

   Purpose: Return to the order of business
   Form: "Mr. (Mdm.) Chairperson. I call for the order of the day."

9. Lay on the table

   Purpose: To set aside a motion temporarily
   Form: "Mr. (Mdm.) Chairperson. I move to lay the question on the table."

10. Previous question

    Purpose: Stop or close discussion
    Form: "Mr. (Mdm.) Chairperson. (recognition) I move the previous question."

11. Limit debate

    Purpose: To limit the length or number of speakers
    Form: "Mr. (Mdm.) Chairperson. (recognition) I move that debate be limited to three minutes per speaker."

12. Postpone to definite time

    Purpose: To delay action to a given date or time
    Form: "Mr. (Mdm.) Chairperson. (recognition) I move that the question be postponed until our next regular meeting."

13. Refer to committee

    Purpose: To place the motion in the hands of a committee
    Form: "Mr. (Mdm.) Chairperson. (recognition) I move to refer this motion to a committee."

14. Postpone indefinitely

    Purpose: To kill or reject the main motion
    Form: "Mr. (Mdm.) Chairperson. (recognition) I move that the question be postponed indefinitely."

15. Amend

    Purpose: To change the wording of a motion
    Form: "Mr. (Mdm.) Chairperson. (recognition) I move to amend the motion by. . . . ."

16. Main Motion

    Purpose: Introduce new business
    Form: "Mr. (Mdm.) Chairperson. (recognition) I move we have a picnic next month."

For each of the motions in the left hand column, select the purpose and form. Place the identifying number from the "Purpose" column in blank (a), and the identifying number from the "Form" column in blank (b).

1. Division of the house
   a. ____
   b. ____
2. Parliamentary inquiry
   a. ____
   b. ____
3. Point of order
   a. ____
   b. ____
4. To fix time to adjourn
   a. ____
   b. ____
5. Adjourn
   a. ____
   b. ____
6. Recess
   a. ____
   b. ____
7. Question of privilege
   a. ____
   b. ____
8. Call for the order of the day
   a. ____
   b. ____
9. Lay on the table
   a. ____
   b. ____
10. Previous question
    a. ____
    b. ____
11. Limit debate
    a. ____
    b. ____
12. Postpone to a define time
    a. ____
    b. ____
13. Refer to committee
    a. ____
    b. ____
14. Postpone indefinitely
    a. ____
    b. ____
15. Amend
    a. ____
    b. ____
16. Main Motion
    a. ____
    b. ____

PURPOSES

1. Introduce new business
2. To determine the accuracy of the vote
3. To kill or reject the main motion
4. Made by a member who wishes information
5. To change the wording of a motion
6. To place the motion in the hands of a committee
7. To delay action to a given date or time
8. To limit the length or number of speakers
9. Stop or close discussion
10. To set aside a motion temporarily
11. Return to the order of business

FORM

1. "Mr.(Mdm.) Chairperson. (recognition) I move that the question be postponed until our next regular meeting."
2. "Mr.(Mdm.) Chairperson.(recognition) I move that debate be limited to three minutes per speaker."
3. "Mr.(Mdm.) Chairperson. I call for the order of the day."
4. "Mr.(Mdm.) Chairperson. I call for divison."
5. "Mr.(Mdm.) Chairperson. I rise to a parliamentary inquiry."
6. "Mr.(Mdm.) Chairperson.(recognition) I move that the question be postponed indefinitely."
7. "Mr.(Mdm.) Chairperson. (recognition) I move we have a picnic next month."
8. "Mr.(Mdm.) Chairperson. (recognition) I move to amend the motion by..."

Purposes (continued

12. Refers to the comfort of members
13. Provides for a break in the meeting
14. To end the meeting
15. To set a time to continue the meeting
16. Call attention to a mistake in parliamentary procedure

Form (continued)

9. "Mr.(Mdm.) Chairperson. (recognition) I move to refer this motion to a committee."
10. "Mr.(Mdm.) Chairperson. (recognition) I move the previous question."
11. "Mr.(Mdm.) Chairperson. (recognition) I move to lay the question on the table."
12. "Mr.(Mdm.) Chairperson. (recognition) I move that we adjourn to meet two weeks from today."
13. "Mr.(Mdm.) Chairperson. (recognition) I move that we take a recess for ten minutes."
14. "Mr.(Mdm.) Chairperson. I rise to a question of privilege."
15. "Mr.(Mdm.) Chairperson. (recognition) I move we adjourn."
16. "Mr.(Mdm.) Chairperson. I rise to a point of Order."

LEARNING ACTIVITY E

CONDUCTING A TYPICAL VICA BUSINESS MEETING

Objective: You will be able to complete a typical VICA meeting using the correct wording or dialogue.

I. Opening

A. Call to Order (President)

1. Presiding officer stands

a. raps gavel twice
b. declares meeting to order: "The November 26 meeting of the Russell County Vocational VICA Club will come to order."

1. Includes name of organization

B. Invocation

1. Chairperson usually names a person to give the invocation. "Mr. Massie will now give the invocation."

2. Invocation is a prayer

a. not to be confused with devotional
b. may say: "Mr. Massie will give our invocation."
"Mr. Massie will ask our invocation."

C. Emblem Ceremony (Officers)

1. Performed by officers seated in proper places (See Leadership Handbook)

2. Ceremony (See Leadership Handbook)

D. Pledge to Flag (Everyone)

1. Chairperson raps gavel three times

a. "Please rise for the Pledge of Allegiance to the Flag."

E. Roll Call (Secretary)

1. Chairperson states: Mr. Smith, club secretary, will call the roll."

2. Secretary, at podium, calls and records. Members say "Present."

3. Secretary: "Madam Chairperson, we have a quorum present."

   a. Quorum is the number of persons who must be present for the club to conduct business.
   b. The number required for a quorum is spelled out in the constitution."

II. Minutes (Secretary)

A. Minutes

1. Chairperson announces: Mr. Smith, club secretary, will read the minutes of our last meeting."

2. Secretary (rises, moves to podium, makes sure everyone can hear) reads the minutes (Sample following)

3. Chairperson: "Thank you, Mr. Smith. Are there any corrections to the minutes?"

   a. Membership may speak as necessary

4. Chairperson declares minutes approved (as read) or (as corrected): "Hearing none, the minutes are approved as read."

5. Secretary marks approval, dates, and signs

B. Treasurer's Report (Treasurer)

1. President announces: "Mr. Barr, club treasurer, will now report."

2. Treasurer (rises, moves to podium, makes sure all can hear) reads from prepared report. (Sample following)

3. Treasurer gives copy of report to secretary

4. President: "Thank you, Mr. Barr. Are there any questions about the report?"

5. President: 'Hearing none, the Treasurer's report will be filed with the Auditing Committee." (No approval is required)

III. Correspondence (Secretary)

A. Correspondence

1. President announces correspondence to be read by secretary: "Will the secretary read the correspondence?"

2. Secretary rises and reads

a. for information only
b. action required must be taken up in business

IV. Reports

A. Officers

1. Secretary may report on Executive Committee

2. Others reporting should have notified president previously

a. should be called in order of office--top down

B. Standing Committees

1. Description

a. perform a continuing function to the group
b. members usually serve a full term corresponding to officers
c. has a designated chairperson who usually reports
d. notifies the chairperson prior to meeting if a report is to be given

2. Chairperson announces: "Mr. Jones, Program Committee Chairperson, will now report."

3. Mr. Jones rises, says: "The program committee met on. . . . "

a. reports are usually informational
b. action required must be taken up in business
c. if committee chairperson makes a motion at the end of the report, no second is required. It is better to bring it to the floor, however, under new business.

4. Chairperson: "Thank you, Mr. Jones."

5. Written report should be given to secretary

C. Special Committees

1. Description

a. sets up to carry out a specified task, at the completion of which it ceases to exist
b. has a designated chairperson who usually reports
c. notifies president prior to meeting if report is to be given

2. Chairperson announces: "Mr. White, chairperson of the Christmas Dance Committee will now report."

3. Mr. White rises, says: "The ... committee wishes to make the following report."

a. reports are usually informational
b. action indicated must be taken up in business, usually by reporter

4. Chairperson: "Thank you, Mr. White."

5. Written report should be given to secretary

V. Business

A. Unfinished Business - The Chairperson will say: "Is there any unfinished business?"

1. Definition

a. refers to questions that were unfinished in previous meeting
b. examples

1. postponement to specific time
2. adjournment with questions pending
3. motion that was tabled

c. should be included in minutes

2. Should be reintroduced by secretary

a. secretary rises, states: "The motion to... was before the assembly at adjournment of our last meeting."

b. the chairperson restates motion, putting it before group

1. no motion or second required

B. New Business

1. Description

a. refers to any item <u>any</u> <u>one</u> member wishes to bring to the floor
b. must be in the form of a motion duly made and seconded
c. requires vote to be taken

2. Chairperson announces: "Is there any new business?"

3. Member rises, addresses chair, is recognized, and states: "I move that... ."

   a. motion must be seconded by member, saying: "Second."

4. Chairperson restates motion. "The question is on the motion to... ."

5. Chairperson calls for discussion: "Is there any discussion?"

6. Members rise, address chair, are recognized, speak for or against motion.

7. Motion may be amended.

   a. member rises, addresses chair, is recognized, and says: "I move to amend the motion by... ."
   b. motion to amend is seconded by member saying: "Second."

8. Chairperson restates amendment

   a. calls for discussion of amendment

9. Chairperson calls for vote on amendment saying: "All those in favor of the motion to amend by... vote aye." (All those opposed vote no).

10. Chairperson announces result, saying: "The motion is carried (passed) or lost." (Secretary records results).

11. Chairperson declares question on main motion saying: "The question is now on the motion to... (as amended). Is there any discusssion?"

12. Members rise, address chair, are recognized and speak for or against motion.

13. Motions to lay on table, postpone, refer to committee, amend (only once more), close debate are in order, following previous order.

14. Chairperson calls for vote, saying: "All those in favor of the motion to...vote aye "(All those opposed vote no).

15. Chairperson announces results of vote, saying: "The motion is carried (passed) or lost." (Secretary records results).

VI. Program

A. Chairperson announces: "Mr. Joe Gale, Program Chairman, will present our program for today."

1. Do not "turn over" meeting to program committee.

B. Chairperson expresses appreciation to the group.

VII. Ceremonies

A. Chairperson introduces persons, etc.

VIII. Closing

A. Chairperson may say: "Is there any further business to come before this group? (Pause) Hearing none, I declare this meeting adjourned." (Raps once with gavel)

B. Member may rise, address chair, be recognized and say: "I move that we adjourn."

1. Must be seconded

2. Requires a majority vote

3. Chairperson announces result

SAMPLE MINUTES OF VICA MEETING

The regular monthly meeting of Russell County VICA Club was held on Thursday, November 4, 19__, at 2:10 p.m. in the auditorium. Ralph Jones, Chairperson, presided. The minutes of the last meeting were read and approved.

The treasurer reported a previous balance of $484 with receipts totaling $64.08 and disbursements of $225. The new balance was $323.08

James Smith, reporting for the Membership Committee, gave a summary of membership for the trade classes. The auto mechanics class had eleven members, the cosmetology class, eight.

Sally Dale, reported for the special committee to investigate transportation to the fall rally. Yellow Coach Lines offered a 43-passenger bus for $140. Bristol-Jenkins Lines offered a 66-passenger bus for $185.

Jack Hess moved to take from the table the motion to set the VICA dues at $1 for each member. The motion carried.

Jill Jones moved to amend the motion by changing $1 and inserting $3. The motion lost.

The motion to set VICA dues at $1 for each local member carried.

Luanne Vaden moved to buy VICA pins for each member. The motion was referred to a special committee to report at the next meeting.

Appointed to the committee were: Luanne Vaden, Chairperson; Jack Hess and Lucy Hale.

Alice Parks moved to limit the delegates attending the fall rally to three per section.

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Sample Minutes of VICA Meeting (Cont'd)

Joan Bently moved to adjourn. The motion carried.

The meeting adjourned at 3:05 p.m.

Margaret Duffy
Secretary

THE TREASURER'S REPORT

The purpose of this report is to make information available to members. It should not contain details which are a hindrance to the report's being understood. A report which is similar to the model below is sufficient.

REPORT OF TREASURER OF THE
RUSSELL COUNTY VICA CLUB
December 13, 19___

Balance on hand on November __, 19__		$ 684.00
Receipts:		
Member dues 215 @ $3.50	$ 752.00	
Candy sales	48.00	
Fines	15.00	
Total receipts		815.00
Total		$ 1,499.00
Disbursements:		
VICA badges	$ 11.84	
Purchase of candy	96.00	
Postage	14.00	
Total disbursements		121.84
Balance on hand, December __, 19__		$ 1,377. 6

James Smith
Treasurer

Complete the following agenda by filling in the blanks with the correct word or dialogue.

I. Opening

A. Call to Order (President)

1. Presiding officer stands

a. raps gavel twice
b. declares meeting _____: "_____
_____."

1. Includes name of organization

B. Invocation

1. Chairperson usually names a person to give the invocation.
"Mr. Massie will now _____."

2. Invocation is a prayer

a. not to be confused with devotional
b. may say: "_____."
"_____."

C. Emblem Ceremony (Officers)

1. Performed by officers seated in proper places
(See Leadership Handbook)

2. Ceremony
(See Leadership Handbook)

D. Pledge to Flag (Everyone)

1. Chairperson raps gavel three times

a. "Please rise for the Pledge of Allegiance to the Flag."

E. Roll Call (Secretary)

1. Chairperson states: "_____ _____."

2. Secretary, at podium, calls and records. Members say "Present."

3. Secretary: "Madam Chairperson, we have a _____ present."

   a. Quorum is the number of persons who must be present in the club to conduct business.
   b. The number required for a quorum is spelled out in the constitution.

II. Minutes (Secretary)

A. Minutes

1. Chairperson announces: Mr. Smith, club secretary, will read _____."

2. Secretary (rises, moves to podium, makes sure everyone can hear) reads the minutes.

3. Chairperson: "Thank you, Mr. Smith. Are there any corrections to the minutes?"

   a. Membership may speak as necessary.

4. Chairperson declares minutes approved (as read) or (as corrected): "Hearing none, the minutes are approved as read."

5. Secretary marks approval, dates, and signs.

B. Treasurer's Report (Treasurer)

1. President announces: "_____."

2. Treasurer (rises, moves to podium, makes sure everyone can hear) reads from prepared report.

3. Treasurer gives copy of report to secretary.

4. President: "Thank you, Mr. Barr. Are there any _____ about the report?"

5. President: "Hearing none, the Treasurer's report will be filed with the _____Committee." (No approval is required)

III. Corresondence (Secretary)

A. Correspondence

1. President announces correspondence to be read by secretary: "_____?"

2. Secretary rises and reads.

a. for information only
b. action required must be taken up in business

IV. Reports

A. Officers

1. Secretary may report on Executive Committee

2. Others reporting should have notified president previously

a. should be called in order of office--top down

B. Standing Committees

1. Description

a. _____
b. members usually serve a full term corresponding to officers
c. has a designated chairperson who usually reports
d. notifies the chairperson prior to meeting if a report is to be given

2. Chairperson announces: "_____ _____."

3. Mr. Jones rises, says: "_____."

a. reports are usually _____
b. action required must be taken up in business
c. if committee chairperson makes a motion at the end of the report, no second is required. It is better to bring it to the floor, however, under new business

4. Chairperson: "_____."

5. Written report should be given to _____.

C. Special Committees

1. Description

a. sets up to carry out a _____ task, at the completion of which it ceases to exist
b. has a designated chairperson who usually reports
c. notifies president prior to meeting if report is to be given

2. Chairperson announces: "_____ _____."

3. Mr. White rises, says: "_____ _____."

4. a. reports are usually _____
b. action indicated must be taken up in business, usually by reporter

4. Chairperson: "_____."

5. Written report should be given to _____

V. Business

A. Unfinished Business - The Chairperson will say: "_____ _____?"

1. Definition

a. refers to questions that come over from previous meeting
b. examples

1. _____
2. _____
3. _____

c. should be included in minutes

2. Should be reintroduced by secretary

a. secretary rises, states: "The motion to ... was before the assembly at adjournment of our last meeting."
b. the chairperson restates motion, putting it before group

1. ____ motion or second required

B. New Business

1. Description

   a. refers to any item any one member wishes to bring to the floor
   b. must be in the form of a motion duly made and seconded
   c. requires vote to be taken

2. Chairperson announces: "_____."

3. Member rises, addresses chair, is recognized, and says: "I move that... ."

   a. motion must be seconded by member saying: "I second it."

4. Chairperson restates motion. "The question is on the motion to... ."

5. Chairperson calls for discussion: "_____ ."

6. Members rise, address chair, are recognized, speak for or against motion.

7. Motion may be amended.

   a. member rises, addresses chair, is recognized, and says: "_____."
   b. motion to amend is seconded by member saying: "I second it."

8. Chairperson restates amendment.

   a. calls for discussion of amendment

9. Chairperson calls for vote on amendment saying: "_____ _____." (All those opposed vote no).

10. Chairperson announces result, saying: "The motion is carried (passed) or lost." (Secretary records results).

11. Chairperson declares question on main motion saying: "The question is now on the motion to ... (as amended). Is there any discusssion?"

12. Members rise, address chair, are recognized and speak for or against motion.

13. Motions to lay on table, postpone, refer to committee, amend (only once more), close debate are in order, following previous order.

14. Chairperson calls for vote, saying: "_____ _____." (All those opposed vote no).

Conducting a Typical VICA Business Meeting (Continued)

15. Chairperson annouces results of vote, saying: "_____ _____." (Secretary records results).

VI. Program

A. Chairperson announces: "Mr. Joe Gale, Program Chairman, will present our program for today."

B. Chairperson expresses appreciation to the group.

VII. Ceremonies

A. Chairperson may say: "_____ _____. (Pause) Hearing none, I declare this meeting adjourned." (Raps once with gavel)

B. Member may rise, address chair, be recognized and say: "I move that we adjourn."

1. Must be seconded
2. Requires a majority vote
3. Chairperson announces result

POSTTEST

Match the parliamentary terms in the right-hand column with their meaning in the left-hand column. Place the identifying letters in the blanks. Use each letter only once.

____ 1. Method of voting by writing

____ 2. Instrument used to tap for order

____ 3. Written record of proceedings

____ 4. A method of voting "aye" or "no"

____ 5. Argue or discuss an issue

____ 6. Way of getting a matter before the assembly

____ 7. Number of members necessary to conduct business

____ 8. Motions that are carried over to the next meeting

____ 9. An order of business

____10. To meet or call to order

____11. A matter which is brought up for the first time

____12. Method for obtaining the wish of the assembly

A. Acclamation

B. Ballot

C. Minutes

D. Convene

E. Quorum

F. Agenda

G. New Business

H. Gavel

I. Motion

J. Debate

K. Floor

L. Unfinished Business

M. Voting

Provide answers to the following questions:

13. What are three reasons for using parliamentary procedure?

a. _____

b. _____

c. _____

14. What are six items of club equipment which should be placed at meetings?

(1) _____ (4) _____

(2) _____ (5) _____

(3) _____ (6) _____

Posttest (Continued)

15. What is the purpose of the gavel?

_____

16. How many items of business can be discussed at one time?

_____

17. What is the dialogue for calling the meeting to order?

_____

18. Who appoints all new committees?

_____

19. What article of business follows the standing committee reports?

_____

20. Who must approve the treasurer's report?

_____

21. When is unfinished business placed in the agenda?

_____

22. At what point is discussion of a motion called for?

_____

List the typical order of business (agenda) for a meeting

23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

Posttest (Continued)

Match the motions in the right hand column with their purpose in the left hand column. Place the identifying letters in the blanks. Use each term only once.

_____	33.	Point out violations in parliamentary procedure	A. Refer to committee
_____	34.	Stops consideration of a motion without voting	B. Point of order
_____	35.	Provides for deviation from assembly rules	C. Personal inquiry
_____	36.	Brings up new proposal	D. Limit debate
_____	37.	A way to question the chair's decision	E. Suspend rules
_____	38.	A way of changing parts of a motion	F. Main
_____	39.	Permits result of vote to be set aside and the matter may be rediscussed and voted	G. Motion to recess
_____	40.	A request for more information	H. Appeal decision of chair
_____	41.	A member seeks an answer to a question of parliamentary procedure	I. Request for parliamentary inquiry
_____	42.	A way of ending a meeting	J. Amend
_____	43.	Sets a specified length of time for recess	K. Call for orders of the day
			L. Adjourn
			M. Postpone indefinitely
			N. Set time and place to adjourn
			O. Reconsider

Give the purpose and the form for each of the following motions:

44. Division of the house

Purpose:

Form: _____

_____

60

Posttest (Continued)

45. Point of Order

Purpose: _____

Form: _____

_____

46. Adjourn

Purpose: _____

Form: _____

_____

47. Recess

Purpose: _____

Form: _____

48. Question of privilege

Purpose: _____

Form: _____

49. Call for order of the day

Purpose: _____

Form: _____

_____

50. Lay on the table

Purpose: _____

Form: _____

_____

51. Previous question

Purpose: _____

Form: _____

52. Limit debate

Purpose: _____

Form: _____

53. Postpone to definite time

Purpose: _____

Form: _____

54. Refer to committee

Purpose: _____

Form: _____

_____

55. Postpone indefinitely

Purpose: _____

Form: _____

_____

56. Amend

Purpose: _____

Form: _____

57. Main motion

Purpose: _____

Form: _____

58. Indicate what the following raps of the gavel mean in a VICA business meeting.

Two raps _____

Three raps _____

One rap _____

Posttest (Continued)

Give the dialogue which the chairperson will use for announcing the following:

59. Reading the minutes

_____

_____

60. Treasurer's report

_____

_____

61. New business

_____

_____

Give the correct dialogue for stating the following motions:

62. Main motion

_____

_____

63. Amendment

_____

_____

64. Division of the house

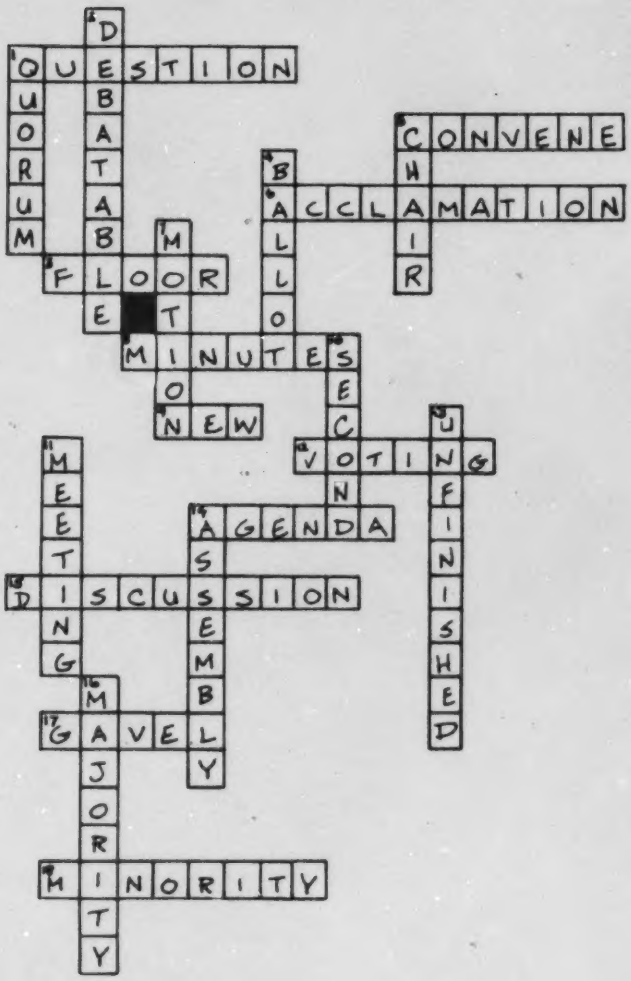
_____

_____

ANSWER KEY - ACTIVITY A

TERMS USED IN PARLIAMENTARY PROCEDURE

CROSSWORD PUZZLE



ANSWER KEY - LEARNING ACTIVITY B

PRESIDING OVER THE MEETING

1. preparing the meeting roon
2. reports ready by meeting time
3. president
4. gavel
5. reads the minutes
6. "If not, they stand approved as read."
7. "The minutes are approved as corrected."
8. Are there any questions concerning the treasurer's report?
9. "(Name of committee chairperson)will now report for the civic committee."
10. Motion: "I move that we... ."
11. Second: "I second the motion".
    Discussion: "Is there any discussion?"
    Vote: "Those in favor of the motion to..... say Aye. Those opposed to the motion say No."

ANSWER KEY - LEARNING ACTIVITY C

THE MOTIONS USED IN PARLIAMENTARY PROCEDURE

Case 1

A. Amendment
B. Requires a second
C. Majority vote required for adoption
D. Example: "I move to amend the motion by striking out 2:00 p.m. and inserting 5:00 p.m."

Case 2

A. Question of Privilege
B. Yes
C. No vote required
D. "Mr./Mdm Chairperson, I rise to a question of privilege". Member is recognized by Chair. Member requests that the window be closed since the room is too cold.

Case 3

A. Lay on the table
B. requires second
C. No
D. "I move to lay this question on the table."

Case 4 - Same as Case 1

Case 5

A. Previous Question
B. Requires a second
C. No
D. Requires a 2/3 vote
"I move the previous question."

ANSWER KEY - ACTIVITY D

USING MOTIONS TO CONDUCT AND TRANSACT BUSINESS

1.	(a)	2	9.	(a)	10
	(b)	4		(b)	11
2.	(a)	4	10.	(a)	9
	(b)	5		(b)	10
3.	(a)	16	11.	(a)	8
	(b)	16		(b)	2
4.	(a)	15	12.	(a)	7
	(b)	12		(b)	1
5.	(a)	14	13.	(a)	6
	(b)	15		(b)	9
6.	(a)	13	14.	(a)	3
	(b)	13		(b)	6
7.	(a)	12	15.	(a)	5
	(b)	14		(b)	8
8.	(a)	11	16.	(a)	1
	(b)	3		(b)	7

ANSWER KEY - ACTIVITY E

CONDUCTING A TYPICAL VICA BUSINESS MEETING

I. Opening
- A. to order: "The November 26 meeting of the _____ VICA Club will come to order."
- B. give the invocation
  "Mr. _____ will give our invocation."
  "Mr. _____ will ask our invocation."
- E. 1. "Ms._____, club secretary, will call the roll."
  3. quorum

II. Minutes
- A. 1. the minutes of our last meeting
  3. corrections
- B. 1. "Mr. _____, club treasurer will now report."
  4. questions
  5. Auditing

III. Correspondence
- A. "Will the secretary read the correspondence?"

IV. Reports
- B. Standing Committee
  1. (a) performs a continuing function to the group
     (b) full term
  3. "The program committee met on... ."

Answer Key - Activity D (Continued)

C. Special Committee
1. (a) specified
2. "Mr.___ _____, chairperson of the _____ Committee will now report
3. "The _____ committee wishes to make the following report
(a) informational
4. "Thank you Mr. White
5. secretary

V. Business
A. Unfinished Business
"Is there any unfinished business?"
1. (b) examples
1. postponement to a specific time
2. adjournment with questions pending
3. motion that was tabled
2. (b) no

B. New Business
2. "Is there any new business?"
5. "Is there any discusssion?"
7. (a) "I move to amend the motion by...
(b) "I second the motion
9. "All those in favor of the motion to amend by.... vote Aye
14. "All those in favor of the motion to.... vote Aye".
15. "the motion is carried, passed or lost

VIII. Closing
A. "Is there any further business to come before this group?"
"Hearing none, I declare this meeting adjourned

PRETEST - POSTTEST ANSWER KEY

1. B	4. A	7. E	10. D
2. H	5. J	8. L	11. G
3. C	6. I	9. F	12. I

---

13. Select from the following:

a. It is possible to conduct meetings with harmony and cooperation among members.

b. The vote of the majority decides what action will be taken.
c. All members have equal rights regardless of their opinions.
d. The rights of the minority are protected.
e. It allows full and free discussion to take place before a decision is reached.
f. Parliamentary procedure is a simple and direct way to decide on questions.

g. Only one item of business can be discussed at one time. This keeps the meeting from getting bogged down.
h. The entire membership retains the right to a final decision even though duties may be delegated to a committee.

14. Select from the following:

a. American Flag
b. VICA Banner
c. Gavel
d. Ceremonial Emblem
e. Secretary's Notebook
f. Treasurer's Notebook
h. Official Scrapbook
i. Charter (framed)
j. Creed
k. Robert's Rules of Order, Newly Revised
l. VICA Leadership Handbook

15. It is used to call for order
16. Only one
17. "The meeting of the _____VICA Chapter will now come to order."
18. The president
19. Unfinished business
20. The assembly approves it after auditing
21. Only when indicated in the minutes
22. Following the seconding of a motion

23. Call to order
24. Opening VICA ceremony
25. Reading the minutes
26. Treasurer's report
27. Committee reports
28. Unfinished business
29. New business
30. Special program (if any)
31. Adjournment
32. Recreation & refreshment (if any)

Pretest - Posttest Answer Key (Continued)

33.	B	37.	H	41.	I
34.	M	38.	J	42.	L
35.	E	39.	O	43.	G
36.	F	40.	C		

44. Division of the house
Purpose: To determine the accuracy of the vote
Form: "Mr. (Mdm.) Chairperson, I call for division."

45. Point of order
Purpose: Call attention to a mistake in parliamentary procedure
Form: "Mr. (Mdm.) Chairperson, I rise to a point of order."

46. Adjourn
Purpose: To end the meeting
Form: "Mr. (Mdm.) Chairperson, (recognition) I move to adjourn."

47. Recess
Purpose: Provide for a break in the meeting
Form: "Mr. (Mdm.) Chairperson,(recognition) I move that we take a recess for ten minutes."

48. Question of privilege
Purpose: Refers to the comfort of the members
Form: "Mr. (Mdm.) Chairperson, I rise to a question of privilege."

49. Call for order of the day
Purpose: Return to the order of business
Form: "Mr. (Mdm.) Chairperson, I call for the order of the day."

50. Lay on the table
Purpose: To set aside a motion temporarily
Form: "Mr. (Mdm.) Chairperson, I move to lay the question on the table."

51. Previous question
Purpose: Stop or close discussion
Form: "Mr. (Mdm.) Chairperson, (recognition) I move the previous question."

52. Limit debate
Purpose: To limit the length or number of speakers
Form: "Mr. (Mdm.) Chairperson, (recognition) I move that the debate be limited to three minutes per speaker."

53. Postpone to definite time
Purpose: To delay action to a given date or time

54. Refer to committee
Purpose: To place the motion in the hands of a committee
Form: "Mr. (Mdm.) Chairperson, (recognition) I move to refer this motion to a committee."

Pretest - Posttest Answer Key (Continued)

55. Postpone indefinitely
Purpose: To kill or reject the main motion
Form: "Mr. (Mdm.) Chairperson, (recognition) I move that the question be postponed indefinitely."

56. Amend
Purpose: To change the wording of a motion
Form: "Mr. (Mdm.) Chairperson, (recognition) I move to amend the motion by. . . ."

57. Main motion
Purpose: Introduce new business
Form: "Mr. (Mdm.) Chairperson, (recognition) I move we have a picnic next month."

58. Two raps: Call to order
Three raps: Pledge of Allegiance to the Flag
One rap: Adjournment

59. "Ms. _____, club secretary, will read the minutes."

60. "Mr. _____, club treasurer will now report."

61. "Is there any new business?"

62. "Mr. (Mdm.) Chairperson, (recognition) I move that. . . ."

63. "Mr. (Mdm.) Chairperson, (recognition) I move to amend the motion by. . . . "

64. "Mr. (Mdm.) Chairperson, I call for a division." (Or simply call out "Division").